

**United States Bankruptcy Court
Eastern District of New York**

**User Guide
Online Registration Program
for Limited Access Password
Application**

Overview

CM/ECF

Is a case management program that allows attorneys to file pleadings and other documents with the U.S. Bankruptcy Court, Eastern District of New York.

It is the primary method for docketing and filing documents with the Court.

Over the Internet 24 hours per day, 7 days per week, except for scheduled maintenance.

In order to receive a limited access login and password to electronically file

[Proofs of Claim and claim-related documents:](#)

- Register for an online password only if you are an institutional creditor, claims trader, an approved claims agent, or governmental unit, (federal, state or local).
- If the creditors listed above entered an email address that is **not** in CM/ECF, the creditor will be directed to continue the registration process.
- If the creditor listed above entered an email address that **is** in CM/ECF, it is likely that the creditor was previously issued a login and password. Said creditor will be redirected to use the Reset Password feature.
- After successfully completing the registration online, applicants are provided an ECF login and password to get limited access to the ECF Live database.
- Options such as Register Online, Reset Your Password, or Change Your Password, when registering online are only applicable to CM/ECF.
- Your ECF Password is:
 - Issued by the Court in which you are filing
 - Only to docket
 - Issued one per filer

- PACER Password:
 - Issued by the PACER Service Center so users can view, query, and print case information and standard reports.
 - Register either online, calling (800) 676-6865, or visiting its website at: www.pacer.uscourts.gov.

**DO NOT REGISTER ON LINE FOR LIMITED ACCESS LOGIN AND
PASSWORD IF YOU:**

- 1 Have forgotten your password. A new password can be generated and sent to the filer's primary email account on record with the Court by clicking the [Reset link](#). You must know your login and the primary email address listed on your account in CM/ECF to receive the email with the new password.
- 2 Need to update your existing CM/ECF account information, (e.g. change phone number). [Log in to CM/ECF](#) with your ECF filing password and select the **Utilities** menu, then select **Maintain Your ECF Account**.
- 3 Wish to change your ECF password. [Log in to CM/ECF](#) with your ECF filing password and select the **Utilities** menu, then select **Maintain Your ECF Account**.
4. Are a claimant in a case where a Claims Agent has been retained. To file a proof of claim, refer to the written instructions received from the debtor's attorney as the Court's ECF System is not used to maintain the claims register when a case has a Claims Agent. For a list of cases with Claims Agents, click [here](#).
5. Are a *Pro Se* filer or a one-time creditor seeking to file a proof of claim in a case. In this instance, click on the [Electronic Filing of Proof of Claim \(ePOC\)](#) link to file a Proof of Claim.

APPLYING FOR LIMITED ACCESS ECF LOGIN AND PASSWORD

1. **Start** - Go to CM/ECF Live to the **CM/ECF Filer or PACER Login** screen and click the link for Limited Access ECF Password Register Online.
2. **Email Address** - Enter your email address. The email address will be entered in CM/ECF and will be referred to as the primary email address.
3. **Click Start and you will receive one of the two messages below:**
 - a. **You have an email address on file with this Court - Do not Register Online.** You will be given options to either reset your password, update your profile, or change your password.
 - b. **You do not have an email address on file with this Court – Register Online.** You may continue with the registration process by clicking the Register Online link if you are:
 - An institutional creditor
 - Claims Trader
 - An approved Claims Agent
 - Governmental unit (federal, state, or local)
 - Print a copy of the Terms and Agreement so it can be read, signed, and scanned.
 - If you are a *Pro Se* filer or one-time creditor seeking to file a proof of claim in a case, click the [Electronic Filing of Proof of Claim \(ePOC\)](#) link.
4. **Check the box** - Indicates under whose authority you require a password.
5. **Part I. Applicant and Employer Information** - Enter your personal information. All required information is indicated by an asterisk (*).
6. **Part II. Terms and Agreement** - Upload the [terms and agreement](#) signed by your supervisor and notarized by a notary public. It is recommended that the document be signed and scanned before completing the application.

- a. **Signatories**
 - 1. Notary Public
 - 2. Employee's Supervisor or Authorized Person
 - b. **Browse** - Upload Signed Terms and Agreement.
 - c. **Check the box** - Affirms that you understand and accept the stated terms and agreement.
 - d. **Signature of Applicant**
7. **Click Continue.**
8. **Summary** - Review and confirm the accuracy of all information entered.
9. **Enter the Captcha**
10. **Thank you** - Click OK to complete the process and exit.
11. **Email** - You will receive an email from courtmail@nyeb.uscourts.gov with your login and password after your application has been processed by the Clerk's Office.
- a. Do not use this email address, courtmail@nyeb.uscourts.gov, to respond.
 - b. It is recommended that you add this email address, courtmail@nyeb.uscourts.gov, to your list of contacts or configure your anti-spam filter to accept emails from this system.
 - c. Passwords are generally issued Monday through Friday, 8:30 a.m. through 4:30 p.m. except for Court holidays and emergency closings.
 - d. You will **not** receive your login and password if you entered your email address incorrectly when registering online or when using the reset password feature.
 - e. You must either re-register or send a signed request by email to the Clerk's Office, on your business letterhead, to correct the email address.

- f. When using the reset password feature, the email address must be the primary email address in CM/ECF.

TOOLS AND PROCEDURES TO ASSIST YOU WITH EFILING

Information for Creditors: <http://www.nyeb.uscourts.gov/information-creditors>

Limited Access Creditor Limited Access ECF Guide
<http://www.nyeb.uscourts.gov/creditor-limited-access-ecf-guide>

Electronic Filing of Proof of Claim (ePOC)
<http://www.nyeb.uscourts.gov/electronic-filing-proof-claim-epoc>

Official Form B410 (Proof of Claim)

A PDF template of a claim, Official Form B410, is on our website at:
<http://www.uscourts.gov/FormsAndFees/Forms/BankruptcyForms.aspx>.
 When filing a claim, place the entire claim with exhibits on the docket.

[Password Reset Program](#)

Maintain Your ECF Account

- It is the responsibility of the applicant to submit accurate information when applying for an ECF password.
- It is imperative that the holder of an ECF account keep the account current in order to receive notification of actions taken on a case in which the account holder is involved.
- Information such as, but not limited to, firm affiliation, address, telephone, fax, and/or email address must be updated electronically by the user:

[Logging in to CM/ECF](#) with the ECF password and click on the **Utilities** menu, then **Maintain Your ECF Account**.

View the Electronic Learning Module (ELM), [Maintain Your ECF Account](#) to update your profile.

Electronic Learning Modules (ELMs) and ECF Filing Tips:

- Tip of the Month - <http://www.nyeb.uscourts.gov/cmecf-tip-month>
- ELMs - <http://www.nyeb.uscourts.gov/electronic-learning-modules-elms-and-transcripts-external-users>

[ECF Newsletter](#)**CONTACT US**

In the event you need the assistance of the Clerk's Office to change your profile, a request must be made on business letterhead and signed by you or your supervisor. This letter can be:

- Emailed to the ECF_Helpdesk@nyeb.uscourts.gov.
- Faxed to 631-712-6209.
- Mailed to the United States Bankruptcy Court, EDNY, Alfonse M. D'Amato U.S. Courthouse, 290 Federal Plaza, Central Islip, NY 11722.

If you have questions after you have reviewed the Court's website, call the [HelpDesk](#) at (631) 712-6200 from 9:00 a.m. - 4:00 p.m.